

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20250

OFFICE OF PERSONNEL

May 14, 1976

Dear Colleague:

Attached is a brief questionnaire designed to survey the use of Individual Development Plans in the Federal Competitive Service. The questionnaire was developed by the Standing Committee on Research of the Inter-agency Advisory Group Committee on Development and Training and has been approved by its Steering Committee.

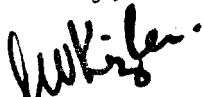
As a result of the survey, a compendium of information concerning the use of IDP's will be developed. It is anticipated that issues and problem areas related to the use of IDP's will be identified; a model IDP system, based on a "total systems" approach, will be developed; and recommendations about policies, practices and programs will be made. Data developed through the survey will be shared with the Federal training community.

The definition of an Individual Development Plan, which is given on the first page of the survey instrument, has been formulated so as to include "career plans" or other individualized training and development schedules. The questionnaire should be completed in accordance with that definition.

Please reproduce the questionnaire as needed and have it completed by the appropriate level of your organization where Individual Development Plans are in actual use. Please send the completed questionnaire to: "IDP," Room 7647, Bureau of Training, U.S. Civil Service Commission, 1900 E Street, N.W., Washington, D C. 20415, by July 16, 1976.

Thank you for your cooperation.

Sincerely,



JOHN W. KIZLER, Co-Chairman
Standing Committee on Research